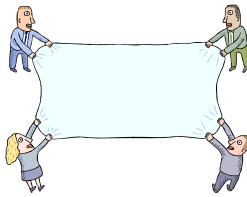


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The Safety Net

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School Employee Safety

School employees including administrators, teachers, aides, secretaries, food service and maintenance workers keep California schools safe and enriching for children. Know the potential hazards of your school workplace so you can protect yourself too.



Be aware of potential slips, trips, and falls at school. Wear sturdy, comfortable shoes with a non-slip sole. School classrooms can be small and cluttered. Practice good housekeeping by cleaning up throughout the day. Provide cubbies or hooks for instructional materials and personal items. Encourage students to push in chairs. Promptly report spills to get them cleaned up.



Be aware of your surroundings, school grounds may have scattered play equipment and uneven surfaces posing trip hazards.

Practice good ergonomics. School desks are often older and not adjustable for ergonomics, but try to adjust your equipment to your comfort. Keep your keyboard and monitor straight in front of you. Adjust your chair so that you can reach the work surface. Use a footrest if you need to support your feet. If you are working with small groups or individuals, use an adult-sized chair.

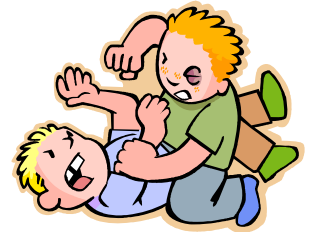
Rotate your tasks throughout the day when possible to avoid repetitive motion injuries. Take micro-breaks every 20-30 minutes to give your body a rest.

Use proper lifting techniques. Keep your back straight, your head facing forward, and use your legs. Try not to lift kids, it is better to kneel down to their level to comfort or direct them. Take care when supervising students using playground equipment. Do not lift kids or "spot" them, you could get injured if they suddenly shift their weight or let go of the equipment.

Practice good hygiene to control potential infections. Wash hands throughout the day and before you eat or drink. Wash down work surfaces to remove germs. Do not share your clothing with children. Talk with your doctor about your job and consider vaccines against common school exposures.



Be prepared for accidents and emergencies while you are on the job. Know emergency procedures, exits, and evacuation routes. Know first aid and CPR and practice universal precautions when administering them.



Workplace violence at schools is a concern. Practice lockdown and shelter-in-place drills. Establish communication methods and have emergency phone numbers available in all school locations. Watch for and report unusual behavior or activity. Keep landscaping cleared away so it does not harbor wrongdoers. Make sure classroom and office windows can be covered to prevent outsiders from seeing in.

For more information or assistance, contact Risk Management at 858.627.7345.



Carbon Monoxide Poisoning

It has become tragically common place during cold weather season to read articles on people who have lost their lives from carbon monoxide poisoning. This typically occurs due to inadequate maintenance on heating units and equipment or the use of heating equipment not designed for indoor use. Carbon monoxide is a gas produced by burning any type of fuel—gas, oil, kerosene, wood, or charcoal. What makes carbon monoxide so dangerous is that when you breathe it, *it replaces the oxygen in your blood*. Without oxygen, cells throughout the body die, and the organs stop working. Installing carbon monoxide alarms, similar to smoke detectors or fire alarms, is a low cost method of providing additional protection for you and your family.



Cell Phone Safety

A cell phone can be a useful safety tool for calling road service, reporting accidents and in other emergencies. But a cell phone can also put you in danger if your phone conversation becomes more important than your driving. The safest way to use a cell phone is with your vehicle stopped. If you must make a call from your vehicle, wait until you're stopped at a traffic light to dial, or better still, pull safely off the road, stop, then dial. Look for an easy exit to a rest stop, shopping center, normal curb parking or other area away from hazardous traffic. Stopping on the shoulder of the road can put you in danger.

If you must make a call from your vehicle, follow these recommendations to maximize your safety:

- Be sure your cell phone is easy to see and reach; out of the case and plugged in.
- Know your phone's buttons so you can keep your eyes on the road while dialing.
- Program frequently dialed numbers in a one or two button memory.
- If you have to dial while driving, dial the first three numbers, check the road, then dial the rest.
- While on the phone, check mirrors frequently and avoid note-taking or looking for other reference material.
- Avoid making calls in heavy traffic, in poor visibility (fog, rain, snow, darkness), and if road conditions require excessive maneuvering (sharp turns, narrow roads).
- Avoid calls that require a high level of mental concentration or if you expect highly emotional exchanges.
- If you do a lot of phoning in your car, invest in a hands-free speaker phone.
- Know the emergency numbers (police, fire, cellular service) for your driving areas.

Note: SB 1613, the California Wireless Telephone Act goes into effect on 07/01/2008 and prohibits drivers from operating vehicles while using hand-held cell phones.

S/HAC Safety Nominations

Who is making your site a safer place to be? Who goes above and beyond the call of duty? Who do you really appreciate for the care they take of their colleagues and students? Nominate this person for S/HAC safety recognition! Download the form at <http://www.sandi.net/risk/safety.htm>. Those recognized will receive a small gift and a letter will be placed in their personnel file.

Safety Scramble—Fill in the blanks to Win!

AAWYSL	_____	ATFESY	_____	YFOEURSL	_____
SEU	_____	AECCTSPSR	_____	DAN	_____
TEBS	_____	OT	_____	HTRSEO	_____
		TCEPOTR	_____		

How do you stay safe at work?

_____ W _____ S _____ F _____
 _____ C _____ C _____
 _____ U _____ E _____!

Your Name: _____ Your Site: _____

Congratulations to our November Winners! Contests are open to all employees. Winners are eligible to receive only one prize per school year. Ten winners will be randomly selected from all correct entries received in Risk Management (Revere Center, Room 7) by Friday, January 31, 2008.

